

## DRAFT EXAMPLE

### REQUEST FOR PROPOSAL

**FOR PHASE I/II ENVIRONMENTAL SITE ASSESSMENT AND, IF  
APPLICABLE BASELINE ENVIRONMENTAL ASSESSMENT (BEA),  
HAZARDOUS MATERIALS ASSESSMENTS AND/OR PEER REVIEWS**

**RESPONSE REQUESTED NO LATER THAN \_\_\_\_\_, 2010  
AT 5:00 P.M. VIA PDF. TO \_\_\_\_\_**

Client: The Michigan State Housing Development Authority (MSHDA)

Transaction &  
Property

Description: Give description of Project

Environmental  
Services

Needed—as

Applicable:

- A. Perform a Phase I Environmental Site Assessment (ESA) and issue a final report that may also be incorporated into a BEA.**

Perform a Phase I ESA in accordance with the practices and service scope elements recommended by the American Society for Testing and Materials (“ASTM”) in their document E 1527-05 to establish a Comprehensive Environmental Response Compensation and Liability Act (“CERCLA”) “innocent landowner defense” including fulfilling the All Appropriate Inquiry (“AAI”) requirements and to evaluate environmental risk. A Phase I ESA is to be conducted for the entire Project property using the attached **MSHDA Guidance Document and format. Please note that MSHDA Requirements include many ASTM “non-scope” considerations.** See below concerning various hazardous materials assessments. Note if any universal waste may be present (e.g. fluorescent bulbs, PCB capacitors, etc.). **In the proposal, provide a separate fee breakdown to identify these materials.**

- B. Conduct a Phase II ESA and issue a final report that may also be incorporated into a BEA.**

Perform a Phase II ESA to evaluate any Recognized Environmental Conditions (“RECs”) identified in the Phase I. Provide a proposed boring/monitoring well location map with your proposal. Breakdown all drilling, lab, report and other costs necessary to complete the work.

**C. If the Project is deemed a “Facility” as defined in MCLA § 324.20101(1)(o), conduct a Baseline Environmental Assessment (“BEA”) and Submit the BEA to the Michigan Department of Natural Resources and the Environment (“MDNRE”) for an Affirmative Determination of Non-Liability and, Possibly a Due Care Compliance Analysis.**

If applicable, an appropriate type BEA must be submitted to the MDNRE by \_\_\_\_\_, 2010. Provide a report estimate and include any filing and form fees. Include a Due Care Compliance Analysis as well and all related costs.

**D. Conduct a Hazardous Materials Assessment for Asbestos Containing Materials.**

Identify any suspect asbestos containing materials and note its condition. The cost for abatement (removal/encapsulation) from an Asbestos professional certified as a Michigan Asbestos Abatement Contractor must be provided as well. Provide the cost to include:

1. a NESHAP survey from a licensed asbestos contractor/supervisor,
2. asbestos abatement plan including provisions for independent third party air monitoring,
3. bid(s) from licensed asbestos abatement contractor(s) to perform the proposed abatement plan, and
4. a copy of the trade payment breakdown identifying all cost associated with the asbestos abatement activities.

**E. Conduct a Hazardous Materials Assessment for Lead Based Paint (LBP) for Structures with Building Permits Issued before January 1, 1979.**

Identify any LBP and note its condition. Provide the cost to include:

1. a complete LBP inspection meeting HUD's "Guidelines for the Evaluation and Control of Lead-Based Paint in Housing" from a licensed Michigan Lead Risk Assessor,
2. a lead-based paint abatement/encapsulation plan including provisions for licensed independent third party lead dust clearance sampling,
3. bid(s) from licensed and insured LBP abatement contractor(s) to perform the proposed abatement/encapsulation activities, and
4. a copy of the trade payment breakdown identifying all cost associated with the proposed LBP abatement/encapsulation activities.

**F. Conduct a Peer Review of Environmental Assessments.**

If requested, conduct a Peer Review of the following reports: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Work  
Completion  
Date:

All environmental reports to be finalized and delivered to MSHDA by \_\_\_\_\_, 2010.

Your contact:

**Name**  
**Address**  
**PH:**  
**FAX:**

Proposals should be sent via pdf. to \_\_\_\_\_ .com

Consultant  
Selection  
Date:

Expected \_\_\_\_\_, 2010—Submitters to be notified within 24 hours.

Proposal  
Requirements:

1. The proposal should indicate your company's ability and agreement to meet the requirements set forth herein. It should include information regarding specific, relevant experience, and your

company's ability to operate effectively and in a cost-effective manner.

2. The proposal should identify a specific project coordinator, who will be the principal liaison with the Client and MSHDA. This individual will be responsible to manage the relationship with MSHDA and the Client, including adequate staffing, timely response, quality of workmanship and any other related matters or issues that may arise.

3. The proposal should include a pricing proposal for basic services and standard fee schedule by which additional services will be billed. **All costs associated with the project should be broken down as much as possible, and per the \_\_\_ main requested services outlined above. MSHDA may award some, all or none of the work, in its sole discretion.**

*Please note that if a contract is awarded, reimbursement of transportation costs will be limited to the State's reimbursement rate for State employees.*

4. The proposal should include proof of insurance showing minimum coverages and policy limits, as required in the enclosed Standard Terms and Conditions of **Exhibit A**.

5. The proposal must include a signed copy of the enclosed Privilege and Confidentiality Agreement (**Exhibit B**), affirming that the consultant understands the confidential nature of this Request for Proposal and of all work to be conducted in the event the consultant's proposal is accepted, and that the consultant will take necessary steps to ensure that its staff (as well as subcontractors, if any) will honor that confidentiality. Until such time as disclosure is authorized, strict confidentiality is required.

6. The proposal must indicate whether the consultant has or may have a conflict of interest with representing MSHDA for the work described herein.

7. The selection of a proposal by MSHDA may be canceled at any time prior to the complete execution of a contract. Reasons for canceling the selected proposal may include, but are not limited to, the following:

- a. If the Department of Civil Service (DCS) approval is required by applicable law, refusal of DCS to process required forms; and/or
- b. Refusal of duly authorized MSHDA signatory to execute the contract.

If MSHDA cancels its selection of a proposal, MSHDA may repost this or a similar RFP and re-seek proposals.

*MSHDA reserves the right, in its sole discretion, to accept or reject any proposal for any or no reason and is not obligated to accept the proposal which contains the lowest cost estimate or the lowest unit prices. MSHDA also reserves the right to waive any defect in any proposal, to the extent permitted by law, or to require or permit correction of any defect or non-compliance by any consultant, as a condition to further consideration of, or to acceptance of, the proposal. However, MSHDA is under no obligation to any consultant to waive any such defect or permit any such correction.*